

# Defining how to view your jobs on the Schedule tab

SQL Enterprise Job Manager displays a calendar view of all your executed jobs and tasks (scheduled or manually), the ones that are currently running, and the ones that are scheduled to run in the future.

By default, the **Schedule** tab displays your current date jobs and tasks in a **Day** calendar view; however, you can change this setting to view your jobs and tasks by:

- Week
- Month

These settings are available in the left section of the tab in the drop-down menu options from **View By**.

## How do you change the date?

For any of these views (Day, Week, Month), you can specify the date of your preference by selecting it from the calendar option next to **Date**. You can navigate to previous or future weeks, months, or even years.



Use the options **Today**, **Previous**, and **Next**, available at the top of your calendar, to navigate from previous to future days, weeks, or months.

## How do you change your time zone?

By default SQL Enterprise Job Manager displays your calendar according to your system time zone. However, you can change this value and set a different time zone by going to **Timezone**, on the top section of your calendar view, and selecting your required option from the drop-down UTC list.

## Viewing your information by day


SQL Enterprise Job Manager displays all jobs and tasks of your selected day and identifies their status with the following colors:

- red - failed job
- yellow - canceled job
- green - succeeded job
- blue - running
- light blue - scheduled job
- gray - retry

The **Day** view displays jobs and tasks on their respective time slots and according to their duration. Each represented job or task displays the job or task name and the instance where it ran, is running, or will be run.



Hover over a job or task to view its specific details such as: Name, Instance, Status, Start time, End time, Duration, Maximum runtime, Average runtime.


When there are several jobs and tasks on the same time slot, SQL Enterprise Job Manager displays an ellipsis button  at the right end of the time slot. Click this button to open a **Job/Task schedules** window which lists all available jobs and tasks that belong to that time slot. In this list, you can find the job/task name, instance, status, start time/date, and run duration information. Additionally, you can find the **Export** option in this new window, select your preferred format (CSV, PDF, or XML) to export all jobs and tasks available in the selected time slot.

## Viewing your information by week


If you select to view your information by **Week**, SQL Enterprise Job Manager changes to a weekly view with the days of the week of your current date. You can modify this week by going to the calendar option on the left side or your **Scheduled** tab and selecting a date of the week you require.

The weekly view displays all jobs and tasks per day for each day of the selected week. You can identify the status of jobs and tasks with the following colors:

- red - failed job
- yellow - canceled job
- green - succeeded job
- blue - running
- light blue - scheduled job
- gray - retry

To view all jobs and tasks in a specific time slot, click the ellipsis button  at the right end of the time slot and SQL Enterprise Job Manager opens a **Job /Tasks schedules** window with all jobs and tasks that belong to the same time slot. In this list, you can find the job or task name, instance, status, start time/date, and run duration information. Additionally, you can find the **Export** option in this new window, select your preferred format (CSV, PDF, or XML) to export all jobs and tasks available in the selected time slot.

If you want to see with more detail the jobs and tasks for a day, click the date at the top of the calendar view, and SQL Enterprise Job Manager opens the **Day** view of the selected day.

 Hover over a job or task to view its specific details such as: Name, Instance, Status, Start time, End time, Duration, Maximum runtime, Average runtime.

## Viewing your information by month

If you select to view your jobs information by **Month**, SQL Enterprise Job Manager displays a monthly view corresponding to your current date.

The **Month** view displays a job and summary status in each day of the month. The summary status includes if there are Running jobs, Failed runs, Successful runs, Canceled runs, or Scheduled runs.

If you want to see with more detail the jobs and tasks for a day, click the number of the respective calendar day, and SQL Enterprise Job Manager opens the **Day** view of the selected day.

SQL Enterprise Job Manager monitors and manages your SQL Server agent jobs. [Learn more > >](#)

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